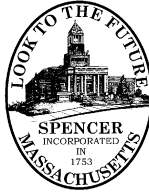


**TOWN OF SPENCER, MASSACHUSETTS**  
**OFFICE OF THE**  
**WATER DEPARTMENT**

DAVID R. O'COIN  
NORMAN C. LETENDRE, JR.  
EBEN J. BUTLER

3 OLD MEADOW ROAD  
SPENCER, MA. 01562



SUPERINTENDENT  
STEVEN J. TYLER, P.E.

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**Minutes of Meeting held October 5, 2016**

Meeting of the Board of Water Commissioners held at the Water Department, 3 Old Meadow Road, Spencer, MA. All maps, diagrams, letters and notices are on file at the Utilities and Facilities Office.

Members present: Eben Butler  
Norman Letendre, Jr.  
David O'Coin

Staff present: Steven Tyler, Superintendent  
Gregory Karpowicz, Chief Water Operator  
Carol Dearborn, Sr. Clerk

Meeting was called to order at 5:15pm.

Read and accepted minutes for September 7, 2016.

Reviewed invoices & signed vouchers

Signed Monthly and Quarterly Water Commitments

**Spencer Fair Water Usage:**

Tanker - 25 fills @ 1,000 gallons. = 25,000 gallons    **3,342 cubic feet**  
Mud Pit - 2 fills @ 40,000 gallons = 80,000 gallons    **10,695 cubic feet**  
105,000 gallons / 7.48 gal. per CF = **14,037 cubic feet = \$1,069.15**

Water Department to process invoice for Spencer Fair Grounds for hydrant use in the above amount.  
Motioned by Letendre, seconded Butler, All in favor.

**Private Fire Hydrant Regulations:** Discussion for the need for regulations that define privately owned fire hydrant maintenance. Examples of private hydrants in town include Flexcon, Crest View Apartments, and the Courthouse, just to name a few. Superintendent recommends a need for regulation to include when private hydrants are flushed for annual fire system hydrant maintenance the Water Department will get paid for water usage. Tata and Howard will research what other communities do for flushing fees and will make a suggestion on regulating private fire hydrant maintenance. In 2009 a rate study was completed and covered some points to maintenance of private fire hydrants. Minutes will be retrieved from 2009 and discussion to be continued at next Board of Water Commissioners meeting in November 2016.

**New One Ton Dump Truck:** Chief Water Operator presented best quote received Colonial Municipal Group (CMG) for 2016 Chevrolet Silverado 3500HD, 4WD Regular Cab. After much discussion on pricing, options, snow plow etc. determined a capital purchase request to be completed for truck amount not to exceed \$65,000.00 and to be submitted for approval at Town Meeting November 2016. Letendre motioned, O'Coin seconded, All in favor.

**Water Usage O'Gara Park:** Water Commissioners sent letter dated September 14, 2016 to Town of Spencer Parks and Recreation Commission requesting a water conservation plan for irrigation systems within parks. The submitted plan to be approved by the Water Commissioners before the Water Department will turn the water back on in Spring 2017.

**Ongoing projects status updates:**

Cold Storage Building construction project schedule:

- Week of 10/3/16, Demo of building complete
- Thursday, 10/6/16, Preconstruction meeting, 12:30 PM 3 Old Meadow Road
- Week of 10/11/16, Excavation and concrete poured
- Week of 10/15/16, Steel footings installed
- October/November, Building to be erected
- Mid November building completed

**Water Terminations:**

Single-family shut-offs September 27, 2016. Two accounts water shut-off for non-payment, 105 Pleasant Street and 69 Main Street. 26 Bay Path Rd has a broken water shut-off and currently has a past due balance. After must discussion, it was determined that the shut-off needs to be found for property in case of water emergency to property/and non-payment. Chief Water Operator will access/arrange with homeowner for entrance to property.

Public Meeting Adjourned at 6:10 PM, motion by Butler, seconded by Letendre, All in favor.